

Tre Hargett, Secretary of State

## State of Tennessee



Division of Human Resources and Organizational Development

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### **JOB ANNOUNCEMENT**

#### **Elections Support Specialist/Coordinator of Civic Engagement** **Tennessee Department of State** **Division of Elections**

##### **Mission**

The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.

**Supervisor:** Coordinator of Elections along with direct interaction with the Secretary of State

**Summary:** Primary responsibility will be to support the division with a variety of election administration-related duties. Approximately half of the time will be spent coordinating the Secretary of State's civic engagement outreach efforts.

##### **Duties/Responsibilities**

- Oversee records management program for the division.
- Issue and process qualifying petitions for Governor, U.S. Congress, and delegates for U.S. President.
- Answer incoming phone calls; Handle inquiries from other departments, citizens and employees.
- Process felon restoration forms and voter registration cancellations.
- Prepare and proofread correspondence and election related documents.
- Prepare legislative notebooks, research and prepare draft responses for fiscal notes, track legislation pertaining to elections and civic engagement.
- Present at training seminars.
- Assist with implementation of on-going and/or special projects.
- Assists with ballot review and approval.

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The Department of State is an equal opportunity, equal access employer.

- Research and, in coordination with departmental leadership, develop initiatives, such as “civics bees,” essay contests, webinars/podcasts, teacher workshops, lesson plans, website content and other means to integrate civic engagement into education.
- Support departmental efforts to engage more Tennesseans in elections by increasing registered voters, poll workers, and voter turnout through efforts such as the Honor Vote program and “I’m Registered to Vote. Are you?” campaign.
- Work with students, faculty, and staff at schools, colleges and universities to build interest in civic responsibilities.
- Develop a network of citizens, including educators and non-profit organizations, in the state that have an interest in promoting civic involvement.
- Network with other organizations with complimentary missions such as the Tennessee Intercollegiate Legislature, the YMCA Youth in Government initiative, etc. to support and leverage relationships with others who have similar objectives.
- Perform other duties as assigned.

## **Minimum Qualifications**

### Education and Experience:

- Graduation from an accredited college or university with a bachelor’s degree with preference given to education, history, or communications majors.

### Knowledge and Abilities:

- Applicants must have demonstrated intermediate skills in the operations of word processing and data base management software programs for personal computers, preferably Microsoft Word for Windows and Access and Excel. Additionally, experience with PowerPoint would be beneficial.
- Proven, strong attention to detail.
- Ability to communicate well by phone or email with other agencies, departments or other outside organizations.
- Preferred experience in elections and/or civic development and cultivating civic engagement.

### Physical Requirements:

- Ability to handle boxes and equipment weighing a minimum of forty (40) pounds.
- Good hearing, vision and manual dexterity.

**Salary:** Commensurate with experience.

To apply, please email your letter of interest and resume to the Division of Human Resources & Organizational Development, [sos.hr@tn.gov](mailto:sos.hr@tn.gov).